

AB 60-2639

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MEMORANDUM FOR THE RECORD

SUBJECT: Authorization of Representational Per Diem for DD/S Component Officials Traveling Abroad

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1. On occasion travel orders for support officials going abroad on temporary duty have been presented to SDA-DD/S with request for immediate action (walk through). The purpose is to provide copies of the travel order to Central Processing and other action points at the earliest moment. Some of these travel orders have included a provision for representational per diem in accordance with [REDACTED]. In order not to inconvenience the traveler, these orders have been authenticated including the provision for representational per diem.

2. I discussed this matter with the Deputy Director (Support) to determine whether he wished to delegate authority to SDA-DD/S to approve representational per diem for support officials. It was his determination that the action taken to date is satisfactory but that due to the restriction which the Agency places upon the granting of representational per diem, the small number of requests which are considered for approval, and the fact that most travel involved is scheduled several months ahead in the semi-annual survey of foreign travel plans, it seems unnecessary to delegate this approval authority and expressed his desire that all future cases be referred to him.

3. Future requests for travel orders which include representational per diem should be:

a. Coordinated with Central Cover Division and the Clandestine Services Divisions or Staffs concerned with the trip;

b. Presented to SDA-DD/S for authentication of travel within the DD/P areas abroad; and

c. Presented to the Deputy Director (Support) for final approval of the travel and the representational per diem.

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In cases where it is necessary to expedite this process in order to obtain reservations, etc., SSA-DD/S will give immediate attention to "walk through" actions and release the travel order for hand carry by the traveler or his representative to the office of the Deputy Director (Support).

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Sp [REDACTED] ant/DIS

cc: Deputy Director (Support)
Chief, Commercial Staff
Director of Communications
Comptroller ✓
Director of Logistics
Chief, Medical Staff
Director of Personnel
Director of Security
Director of Training

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